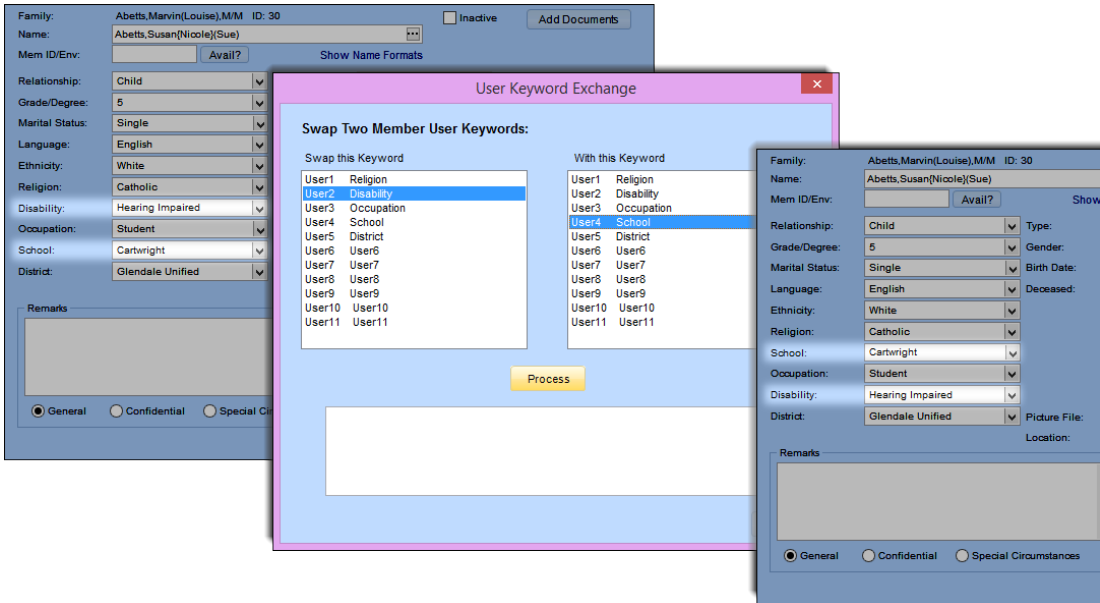


# Exchange User Keyword Positions

With this process, you can change the positions of the user keyword drop-down fields in the Personal section of the Members window.



## Useful Information

Typical user keywords include Religion, Disability, and Occupation among others. To set up user keyword field names and values, on the File menu, click **Keywords > Member Keywords > User Keywords**. On the File menu, click **System Processes > User Keyword Exchange**.

This process alters data. We recommend backing up your data before proceeding.

1. Under Swap this Keyword, click the first keyword field you want to move.
2. Under With this Keyword, click the keyword to swap with the first.
3. Click **Process**.

## Related Topics

- [Post User-Defined Keywords](#)
- [Move Member Information to Another Field](#)